

Tri-state StormReady Advisory (TSRA) Board By-Laws

ARTICLE I

The name of this organization shall be the Tri-state StormReady Advisory (TSRA) Board.

ARTICLE II : PURPOSE

It is the mission of the TSRA Board to help communities and counties prepare and mitigate for weather-related disasters, reducing the potential for weather related injuries and fatalities, by facilitating participation in the *StormReady* program. To this end, the TSRA Board will be responsible for all steps leading to the recognition of the *StormReady* community or county within the County Warning Area (CWA) responsibility of the National Weather Service (NWS) Office Quad Cities.

ARTICLE III : MEMBERSHIP

Section 1: The TSRA Board shall operate on a CWA wide basis. Membership shall be restricted to personnel whose official duties and responsibilities reside within the boundaries of the CWA of NWS Quad Cities, either in part or in entirety.

Section 2: In accordance with Section 2.3 of the National *StormReady* Organization and Operations Manual, the TSRA Board shall, at a minimum, consist of the following members:

- 1 - NWS office Meteorologist in Charge.
- 1 - NWS office Warning Coordination Meteorologist
- 1 - State of Iowa Emergency Management Division designee
- 1 - State of Illinois Emergency Management Agency designee
- 1 - City or County Emergency Management Official from each state

Additional membership may consist of state or local Emergency Managers, NWS personnel, and other individuals deemed beneficial to the *StormReady* program, providing that their area of responsibility falls within the guidelines as stated in Article III, Section 1 of the by-laws. New and subsequent Executive Board Members shall be voted and approved by the remaining board members.

Section 3: Membership of the TSRA Board shall be divided into two (2) groups: Executive Board members and Members at Large.

Section 4: Individuals requesting membership to the TSRA Board must meet the guidelines as set forth in Article III, Sections 1 and 2. These persons must submit a written request through an active member to the Executive Board. The Executive Board shall then act on this membership request within thirty (30) days of receipt, with acceptance/denial based upon a simple majority vote of the Executive Board members.

Section 5: Active members of the Executive Board, who must relinquish their position on the Board, shall be replaced as needed, following the requirements of Article III, Sections 1 and 2. The position of Chairperson, when vacated, must be filled within thirty (30) days via a special election of the active Executive Board members.

ARTICLE IV: STORMREADY ADVISORY BOARD ORGANIZATION

Part A: The Executive Board

Section 1: The Executive Board shall consist of a maximum of 10 members, following the requirements of Article III, Sections 1 and 2 of these by-laws. The Executive Board member positions shall be divided between state and/or local Emergency Managers and NWS personnel.

Section 2: A Chairperson shall be elected from the active members of the Executive Board, by a simple majority vote.

Section 3: The Chairperson shall serve in this position for a two-year term. In the event the Chairperson position is vacated before the completion of a term, a new Chairperson shall be elected under the provisions of Article III, Section 5.

Section 4: The Chairperson shall be responsible for the following duties:

- Arranging meetings of the StormReady Advisory Board, including the date, time, method and location (if required) of said meetings.
- Notifying all Board members of the meetings.
- Setting the agenda for the meetings.
- Reviewing previous meeting minutes.
- Appointing sub-committees and other positions as deemed necessary.
- Delegating tasks as necessary.
- Providing annual reports to the Regional *StormReady* Advisory Board.
- Designating an acting Chairperson in the event the Chairperson is unable to attend a regularly scheduled meeting.
- Notifying National and Regional *StormReady* Advisory Boards, and State StormReady focal points, upon granting a community or county StormReady recognition.

Section 5: It is the responsibility of the Executive Board members to:

- Attend all meetings regularly
- Contribute ideas and suggestions for the improvement of the *StormReady* program.
- Provide assistance to the Chairperson as needed.
- Act as a valuable resource for those communities and counties who wish to participate in the *StormReady* program.
- Participate as team members, as directed by the Chairperson, when required to visit a *StormReady* program applicant and formally discuss the application.
- If unable to attend an Executive Board meeting, designate a Member at large to attend and vote at the Executive Board meeting in their behalf.

Part B: Members at Large Board

Section 1: Membership of the TSRA Members at Large Board shall be restricted under the guidelines within Article III, Section 1 and 2 of these by-laws.

Section 2: Members at Large shall not be limited in number, or restricted exclusively to state and/or local Emergency Managers and NWS personnel.

Section 3: TSRA *StormReady* Members at Large shall fully participate in all aspects of the *StormReady* program, including attending Executive Board meetings. Members at Large shall have no voting privileges at these Executive Board meetings, unless acting as a designee of an Executive Board member.

ARTICLE V: EXECUTIVE BOARD MEETINGS

Section 1: The Executive Board shall meet, at a minimum, on a bi-annual basis. At least one meeting per year shall require a gathering of the StormReady Advisory Board members at a central location. These meetings will be scheduled by the Chairperson as set forth under Article IV, Section 3 of these by-laws. A quorum shall consist of a majority of Executive Board members.

Section 2: The Chairperson, or the acting Chairperson, shall conduct the meeting using the following order of business:

1. Call to order.
2. Record Attendance.
3. Review minutes of previous meeting.
4. Unfinished Executive Board business.
5. New Executive Board business.
6. *StormReady* application and site visit review.
7. Tentative scheduling of the next Executive Board meeting.
8. Adjournment.

Section 3: Meetings, either by conference calls or Executive Board gatherings, can be requested as needed, by any Executive Board member. The final determination as to the necessity of the meeting shall reside with the Chairperson, or the acting Chairperson.

ARTICLE VI: PROGRAM OPERATION

Application for *StormReady* recognition shall be a formal process, requiring a written or online application, verification visit(s), action by the Executive Board, and recognition of a jurisdiction's successful completion of the requirements of the TSRA *StormReady* program. The TSRA *StormReady* program shall follow the prescribed process as outlined in Sections 3.1 - 6.0 of the *StormReady* Organization and Operations Manual.

Jurisdictions applying for *StormReady* recognition shall meet the criteria set forth in the *StormReady* Organization and Operations Manual. All jurisdictions shall be assessed based upon population as defined in Appendix A of the *StormReady* Organization and Operations Manual, with county population guidelines including all incorporated and unincorporated areas within their respective boundaries. In order for a county applicant to be considered for *StormReady* recognition, all communities that are included in the county's plan must be active participant's in the county's severe weather operations.

Part A: Application Submission

Section 1: Any jurisdiction desiring to be considered for *StormReady* recognition shall prepare an application (written or online) following the categories outlined in Appendix B of the *StormReady* Organization and Operations Manual, and as amended by the Executive Board. The application shall be submitted to the proper Executive Board members at the Quad Cities NWS office.

Section 2: Upon the receipt of an application, the Executive Board members shall review the application for completeness. Any application that fails to meet the requirements as prescribed within the *StormReady* Organization and Operations Manual, and any amendments as deemed necessary by the Executive Board, shall be returned to the applicant with written guidance or instructions on completing these requirements within thirty (30) days of receipt of the application. The proper Executive Board member(s) should initiate frequent contact with the applicant, in order to assess progress toward completing the application process.

Section 3: If the application is properly completed, the proper Executive Board member shall assemble a team to perform a verification visit, and forward the results of the verification visit to the Executive Board within thirty (30) days receipt of the application.

Part B: Verification Visit

Section 1: The verification team shall consist of no less than two members. The team should be comprised of members of the TSRA Board, but may include other individuals deemed qualified to make an assessment by the Chairperson. At least one (1) verification team member must be a member of the Advisory Board. The verification team should be composed of, at a minimum, one (1) NWS person and one (1) Emergency Manager not from the applicant's county.

Section 2: During the verification visit, a Site Visit Summary (Appendix C of the *StormReady* Organization and Operations Manual, including any amendments by the TSRA Board shall be completed separately and signed by each member of the verification team.

Section 3: A review of the applicant's Hazardous Weather Plan is required during the site visit. This review may require the applicant to explain procedures to ensure the content meets all State, National, Regional and TSRA Board guidelines. A full copy of the applicant's Hazardous Weather Plan is not required by the Advisory Board, however the verification team may request a copy for further offsite review.

Section 4: Upon the completion of a site visit, the verification team shall forward their Site Visit Summaries, along with any additional comments or documentation deemed pertinent, to all members of the Executive Board. All materials must be disseminated to the Executive Board within thirty (30) days of the receipt of the initial application.

Section 5: If the verification team, during the course of the site visit, determines that the jurisdiction is non-compliant, the team must inform the applicant of these shortcomings. Any dispute between the applicant and the verification team regarding compliance with the *StormReady* program shall be forwarded, along with all relevant documentation, to the Executive Board for resolution.

Part C: Executive Board Review

Section 1: The Executive Board members shall conduct a review of a jurisdiction's application, associated Site Visit Summaries and other documentation, and vote to approve or deny *StormReady* recognition within seven (7) days after receiving these materials from the verification team.

Section 2: The Executive Board members shall either approve or deny an application for *StormReady* recognition by a simple majority vote of the Executive Board members.

Section 3: If an application for recognition is not approved, the Executive Board shall provide written guidance and the improvements needed to achieve recognition. Upon a written response from the applying jurisdiction, the Chairperson shall direct the appropriate Advisory Board member to schedule a subsequent verification visit as soon as possible.

Section 4: If a community or county disputes a decision made by the Executive Board, the dispute and all relevant documentation shall be forwarded by the Chairperson to the Regional *StormReady* Advisory Board for resolution.

Part D: The Recognition Process

Section 1: When, in the opinion of the Executive Board, an applicant has met the guidelines for recognition, the Executive Board has the authority to grant recognition. The Chairperson shall send this notification of recognition to the National and Regional *StormReady* Advisory Boards within five (5) days of the Executive Board's decision to grant this recognition. If necessary, notification of recognition will also be sent to the appropriate State *StormReady* focal point.

Section 2: The Chairperson will direct the following actions to take place upon the Executive Board's decision to grant recognition:

- Direct the appropriate NWS Meteorologist in Charge to send a formal notification letter to the successful applicant.

- Ensure the successful applicant receives two *StormReady* signs from the appropriate NWS office, along with instructions for acquiring additional signs.

- Disseminate information concerning the notification of the Insurance Services Organization (ISO) for possible adjustment to insurance rates, pending ISO approval.

Section 3: A jurisdiction's *StormReady* recognition shall be for a period of three (3) years from the date of recognition by the board.

Part E: Recognition Ceremony

Section 1: The Chairperson shall direct the appropriate Meteorologist in Charge to plan the details of the recognition announcement and ceremony between the applicant and the NWS office which has responsibility for the jurisdiction.

Part F: Recognition, Monitoring, and Loss of Certification

Section 1: Whenever possible, all TSRA Board members should use any opportunities that occur to monitor a jurisdiction's compliance with the *StormReady* program. Any formal concern by an Advisory Board member shall be immediately forwarded to the Executive Board in whole.

Section 2: Upon the receipt of a formal concern regarding a jurisdiction's compliance, the Executive Board shall review the concern. If this concern is valid, the Executive Board holds the option to suspend the recognition for sixty (60) days while a review is conducted.

Section 3: If a review is deemed necessary by the Executive Board, the Chairperson shall direct a team to perform a review of the jurisdiction's *StormReady* program recognition, following the guidelines outlined in Article VI, Part B, to be conducted within fifteen (15) days of the Executive Board's decision to review. Once the review has been completed, the findings and all documentation shall be forwarded to all members of the Executive Board within five (5) days.

Section 4: The Chairperson shall schedule a meeting of all Executive Board members as soon as possible after the receipt of the review team's findings and documentation. This meeting shall be scheduled within sixty (60) days of the initial action by the Advisory Board.

Section 5: If the Executive Board deems the jurisdiction non-compliant with the *StormReady* program guidelines, the Chairperson shall provide written notification of these deficiencies, and request that all *StormReady* road signs be removed, and prohibit the use of the *StormReady* logo. This notification must also provide the jurisdiction instructions on the appeals process. The Chairperson shall then inform the National and Regional *StormReady* Advisory Boards of this action. If necessary, notification of non-compliance will also be sent to the appropriate State *StormReady* focal point.

Section 6: If a jurisdiction disputes the non-compliance decision made by the Executive Board, they must appeal the decision in writing within fifteen (15) days of the receipt of the Executive Board's decision. This appeal and all relevant documentation shall be forwarded by the Chairperson to the Regional *StormReady* Advisory Board for resolution. During the appeal process, no action shall take place against the local jurisdiction until the Regional *StormReady* Advisory Board makes a decision on this action.

Section 7: If the Regional *StormReady* Advisory Board finds the jurisdiction non-compliant, the Chairperson shall give the jurisdiction written notification of this decision, and request that all *StormReady* road signs be removed, and prohibit the use of the *StormReady* logo. The jurisdiction may request re-certification after ninety (90) days after de-certification by re-submitting an application as outlined in Article VI, Part A, Section 1 of these by-laws.

Part G: Re-recognition

Section 1: First time Renewal

StormReady recognition is valid for three (3) years from the date of the recognition. The appropriate member of the TSRA Board shall, three (3) months prior to the expiration of the recognition, notify the jurisdiction of their need to renew. The jurisdiction shall notify the TSRA board of any changes or updates, to their original application and their desire to renew. If the original criteria are still being met, the recognition shall be extended for a second 3-year term.

Section 2: Subsequent Renewals

At the end of the renewal period (a total of 6 years from initial recognition), a jurisdiction must reapply, basing its new application on the current Stormready guidelines.

Part H: StormReady Supporter

Section 1: Qualifications

Organizations not fully qualified for StormReady recognition (for example, lacking an EOC or 24 hour warning point) may be eligible for recognition as a StormReady Supporter as outlined in the StormReady Organization and Operations Manual. StormReady Supporter recognition shall be granted to those local entities that promote the principles and guidelines of the StormReady program in their severe weather safety and awareness plans. Examples of potential StormReady Supporters might include, but are not limited to businesses, hospitals, shopping centers and malls, schools, and nuclear power plants.

Section 2: Procedure

The application and recognition process for a StormReady supporter is the same as the StormReady procedure detailed in Parts A-G of these by-laws. Applicants are recognized on a case by case basis by the TSRA Board.

Part I: StormReady Commendation Award

The Commendation Award is a local level award designed to recognize those communities or counties in which life/lives and/or property were saved as a result of the “*successful implementation*” of the StormReady program. The local TSRA Board may present the StormReady Commendation Award to any StormReady entity within the CWA of NWS Quad Cities in accordance with the Stormready Organization and Operations manual.

ARTICLE VII: AMENDMENTS TO THE BY-LAWS

Section 1: Proposed amendments to these by-laws must be submitted to the Chairperson in writing, no later than ten (10) days prior to a scheduled meeting. The amendment proposal shall then be forwarded by the Chairperson to all Executive Board members at least five (5) days prior to the scheduled meeting.

Section 2: The Chairperson has the authority to suspend those requirements outlined in Article VII, Section 1, if changes to the *StormReady* program require immediate action on these by-laws from the Executive Board. The Chairperson shall inform all Advisory Board members of this action, and initiate a discussion and vote by the Executive Board members on these amendments as soon as possible.

Section 3: Amendments of these by-laws shall be approved by a majority vote of two-thirds of the membership of the Executive Board, provided that

Proposed amendments have been distributed to all Executive Board members following the guidelines within Article VII, Section 1 or 2 of these by-laws.
All Executive Board members have been informed of the amendment vote.